

 King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual		
	Chapter 5 Intake, Transfer and release		
5.07.001, Good Time Credit	Approved By:	Director John Diaz	
	Effective Date:	September 15, 2021	
	Reviewed By:	PRC	
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Purpose

To establish guidelines for the application and administration of good time credit for sentenced inmates.

Policy

It is the policy of this department to allow good time credits for sentenced inmates. Good time credits shall be utilized to reinforce appropriate behavior while an inmate is in the custody of the department. The maximum accrual of good time credits shall be consistent with state law.

References

RCWs: 9.92.151
9.94A.670
9.94A.729
Department Policy: 5.07.002, Sentence Computation
Department Form: Inmate Infraction Report Disciplinary Hearing (F-616)

Definitions

Good time: A reduction in sentence credited to sentenced inmates who have adhered to the department's rules and regulations.

Commitment Officer: A corrections officer in the Intake, Transfer and Release (ITR) section of the jail responsible for assessing and applying sentences and administering good time.

Universal Control Number (UCN): Sequential number assigned to individuals the first time they are booked into department custody or assigned by other entities.

Cause number: A number assigned to each criminal case within Washington State.

Subject Note: Any message input into the computer record of an inmate which provides a warning or directive about the subject. This Subject Note is viewable in the JMS Subject Record.

Jail Management System (JMS): A comprehensive digital system that is used to assist staff with managing all aspects of the facilities.

A. General Guidelines

1. Commitment officers shall presume all inmates are eligible for good time credits, unless informed otherwise by classification staff.
2. All inmates will receive one-third (1/3) goodtime credit, if earned, unless:
 - a. Their goodtime is limited under RCW 9.94a.729 or RCW 9.92.151.
 - b. They are sentenced to three (3) days or less.
 - c. Their fines were converted to a jail sentence.:
3. The Disciplinary Committee shall notify both the inmate and the Commitment Office, in writing within 3-days, when good time credits shall be withheld.
 - a. Loss of good time shall be carried over to future bookings, only on the same cause number, when an inmate is released from custody prior to being sentenced.
 - b. Commitment officers at both facilities shall maintain a good time file, to track all good time credits lost.
 - c. Commitment officers shall place a good time loss adjustment in the JMS case record for the associated cause number to be taken when a sentence is entered for that cause number.
 - d. The Inmate Infraction Report Disciplinary Hearing (F-616) reflecting the loss of good time shall be scanned into the JMS case record along with the Judgment and Sentence.
 - e. When the loss of good time credits shall be imposed by another agency, commitment officers shall forward a copy of the disciplinary sanction to the receiving agency.
4. Commitment officers shall enter sentencing information into the JMS case record which will calculate minimum and maximum release dates for all commitments.
5. Uneven calculations for good time shall be rounded down to the lesser whole day for a good time credit.
6. For all inmates transferred to the Washington State Department of Corrections (DOC), commitment officers shall certify the amount of time spent in-custody prior to transfer and the amount of good time loss, if any.
7. Good time credit is specific to each charge and not automatically applied to the entire booking.
8. Processed felony and misdemeanor commitment orders shall be held in separate files in the commitment office and scanned into the JMS case record.

B. Procedure

1. The commitment officer shall:
 - a. Obtain the commitment.
 - b. Obtain any reports from the disciplinary committee.
 - c. Read and determine the intent of the document. Questions shall be directed to the ITR sergeant.
 - d. Input the sentence information in the JMS case record and JMS will calculate the minimum and maximum release dates for a charge.
 - e. Write on the upper right-hand corner of the commitment, the minimum release date and serial numbers and scan the commitment into the JMS case record.
 - f. File commitment orders by the month of the minimum release date.

- g. Forward any immediate releases or completed commitments to the release counter.
- h. Forward any requests by DOC for copies of jail certifications to the records section.